

# Brighton Historic Preservation Commission

Historic City Hall, 22 S. 4<sup>th</sup> Ave., 3<sup>rd</sup> Floor, Heritage Room  
Brighton, CO 80601

## Agenda

**Date: January 11, 2018**

**6:00 P.M.**



### **BRIGHTON HISTORIC PRESERVATION COMMISSION**

500 S. 4<sup>TH</sup> Avenue  
Brighton, CO 80601  
303-655-2042

[sjohnson@brightonco.gov](mailto:sjohnson@brightonco.gov)

#### Chairperson:

*Danielle Henninger*

#### Vice-Chair:

*Joseph Burt*

#### Treasurer/Secretary:

*Cheri Lopez*

#### Commissioners:

*Dick Hodge  
Patricia Reither  
Vacant*

#### City Council

#### Representatives:

*Ken Kreutzer  
J.W. Edwards – Alternate*

#### Emeritus

*Wayne Scott*

#### Youth Commission

#### Representative:

#### Alternate:

*Jodie Petersen  
Wade Smith*

#### City Admin. Assistant:

*Sheryl Johnson*

#### City Staff:

*Aja Tibbs  
Jolie Diepenhorst*

#### **I. CALL TO ORDER / PLEDGE OF ALLEGIANCE**

Danielle Henninger

#### **II. ROLL CALL**

Sheryl Johnson

#### **III. SEATING OF ALTERNATES**

Danielle Henninger

#### **IV. APPROVAL OF AGENDA**

Danielle Henninger

#### **V. APPROVAL OF MINUTES FOR NOVEMBER 9, 2017**

Danielle Henninger

#### **VI. CONSENT AGENDA**

Danielle Henninger

Grants Committee – October 26, 2017

Grants Committee – November 21, 2017

Historic Properties / Education / Outreach – November 30, 2017

#### **VII. PUBLIC COMMENT**

Public invited to be heard on matters not on the agenda (Limited to 5 minutes)

#### **VIII. REPORTS / PRESENTATIONS**

None

#### Committees:

#### Staff:

Staff Report from Jolie

Jolie Diepenhorst

#### **IX. UNFINISHED BUSINESS**

2017 Approval of Purchases

2017 Finances

2018 Budget

Projects, Sub-categories, reimbursements

Cheri Lopez

#### **X. NEW BUSINESS**

Elections – Chair, Vice Chair, Treasurer

Sub-Committees – Chair & Vice Chair

BHPC Logo - Approval

#### **XI. ADDITIONAL COMMENTS**

#### **XII. ADJOURNMENT**

#### **XIII. ANNOUNCEMENTS**

Saving Places Conference – January 31 – February 3, 2018

CLG Training – February 3, 2018

**NEXT MEETING**  
**FEBRUARY 8, 2018**



**500 S. 4th Avenue, Brighton, CO 80601**

**MINUTES of the Brighton Historic Preservation Commission meeting for the City of Brighton, Adams County, Colorado held in the Council Chambers at Historic City Hall at 22 South 4<sup>th</sup> Avenue, Brighton, Colorado.**

**DATE: November 9, 2017**

**Call to Order/Pledge of Allegiance:** Chairman Danielle Henninger called the meeting to order at 6:08 p.m. followed by the pledge of allegiance.

**Roll Call/Establish Quorum: Commissioners Present:** Joseph (Joe) Burt, Danielle Henninger, Dick Hodge, Ken Kreutzer (6:58 p.m.), Cheri Lopez and Wade Smith

**Commissioners Absent: (Excused)** Lynette Marrs, Jodie Petersen & Patricia Reither

**Staff Present:** Jolie Diepenhorst, Sheryl Johnson and Aja Tibbs

**Others Present:** Wayne Scott, Allison Lockwood, Mike Welsh, Alicia Larson, Dave Rose, Wilma Rose, Barb Lambert and Daniel Doherty

**Seating of Alternates:**

Motion to seat the alternates by Joseph Burt. Second by Cheri Lopez. Motion Carries.

**Approval of Agenda:**

Motion to approve the agenda as distributed.

**Approval of Minutes for October 12, 2017**

Motion to approve the minutes by Dick Hodge. Second by Wade Smith. Motion Carries.

**Consent Agenda:**

Historic Properties / Education / Outreach – October 26, 2017 – Did not meet. There were no other items for consent approval.

**Public Comment:**

No public comments.

**Public Hearing:**

Public Hearing was opened at 6:10 p.m. by Danielle Henninger for the approval of the Downtown Historic District.

Public Hearing was posted no less than 15 days prior to hearing in the Brighton Standard Blade and letters were sent to property owners within the boundary and posted signs at the site.

Aja Tibbs, Long Range Planner for the City of Brighton. Nomination for Downtown Historic District presentation. The purpose is to hold the public hearing to make a recommendation to City Council on this project. In cooperation with the Downtown Initiative and staff, the boundaries for the downtown district were defined. Looked at the historic resources to see if they met the requirements and code. Were asked to write design guidelines and had to obtain consent of at least 51% of the landowners. The approval will need to go to City Council for approval with a first and second reading for approval of a resolution for the Downtown Historic District. The boundary for the district was determined as Bridge Street to the south and north to Freedom Way, along Cabbage to the east and 1<sup>st</sup> Street on the west. This includes 42 properties and consent was received from 22 of the property owners. Looked at 2 sections of the code 17-52-30(a) & (b) which sets how you do the analysis and establishes the character of the district that has several significant resources. Establishes how we look at the resources at contributing, noncontributing, historically significant and exceptionally significant. The significant properties are based on the architectural category, social & historic category and geographic & environmental category. We must meet the minimum resource requirements of which 25% maximum of non-contributing, 25% minimum of significant resources and 50% minimum of significant resources for exceptional. The historic district summary is the hub of the agricultural community. It is a very significant area. It has a variety of

architectural design including 19<sup>th</sup> century building types: one-part and two-part commercial blocks; variety of entries – single, double, recessed and multiple; and flat roof line with ornate cornices, brackets, decorative parapets or finials. The period of significance ranges from 1880 to 1945. Several buildings built after the period but were contributing to the period. The Building Analysis of the Historic Assessments shows the properties that gave consent, the significance criteria and the category. It is broken down by the blocks in the historic district boundaries. Overall, 32 properties meet the exceptional significance for a percentage of 76% which is more than the 25% minimum. Six of the properties are under the non-contributing category for a percentage of 10% which is less than the 25% maximum that is allowed. After the application was received, we held 3 public meetings. We received a lot of support at the meetings. No written comments have been received by staff. The Design Standards were drafted for this district which are optional. The Design Standards address the following: alterations to existing properties (category dependent); new construction; accessory structures; optional restoration and supplemental information. The Design Standards are to be approved at the same time as the Downtown Historic District. They outline how improvements can be made over time. The recommendation from staff is that the application meets the requirements of a historic district nomination and the buildings within the proposed district exceed the minimum criteria for historic significance as required by the Land Use and Development Code. The action by the commission would be to make a recommendation to City Council; approve as drafted; approve with conditions; continue the hearing or recommend denial. Wayne Scott is the applicant for this application. Mr. Scott stated that the business owners have actually driven this. We have the regulations and how it would affect the businesses in this district. It has been a partnership with the business owners in preparing this application. Ms. Henninger asked if there were any questions from the audience. Mr. Dave Rose at 457 Poppy Drive in Brighton asked if there are any conflicts with the facades that the Brighton Urban Renewal has helped fund on some of the downtown businesses in this area. Also the Urban Renewal Authority is working on a parklet and the City is working on a plaza and does this affect the design of these projects and also about funding of the projects? I am in support of the project. Mr. Hodge asked about the actual facades he was talking about. Jordinelli's was one of them and was restored back to its original. Mr. Scott stated the facades had to do with awnings and did not include brick work. Ms. Tibbs stated that there may have been some facades that materials were removed but there was a Historic Preservation person that provided input during this process. The point of the design standards is for going forward if they decide to make changes. This does not require businesses to make changes to their property but sets the parameters if they want to make changes. The parklets are in the right of way and are not regulated by the district. The plaza is not in the district. The funding process is by the rights and desire of the property owners. They can then become eligible for tax credits for improvements which can help to save up to 30% of their costs. Ms. Marie Weinmaster, 16720 Lansing Court, Brighton, asked if we had partnered with any architecture firms to stay within the boundaries of your historic ideas and help the business owners by guiding them through the process. Also contractors or someone to help with grants. Ms. Tibbs stated that we are somewhat limited but may be able to provide a guide for them. Ms. Wilma Rose, 457 Poppy Drive, Brighton, my concern is the district south of Bridge Street as there are historic properties in that area and would we look at continuing down the street? Is there a way of protecting these historic properties otherwise? Mr. Joe Burt responded saying that the initial assessment was looking at the properties in the area north area because we had more information on these properties. We are currently surveying the south area and evaluating these structures. We are going to identify these buildings and see what we can do in the future. This district could be expanded. It is up to the property owners. Ms. Rose stated that the concern are the buildings that are not currently designated that are not protected. Mr. Burt stated that we could look at this and possibly expand the district. Mr. Scott stated that we are currently looking at the north area and does not include the south but that this may set a standard.

#### Recognition of the proponents:

Daniel Doherty, 384 South 5<sup>th</sup> Street, Brighton, owner of Jordinelli's and has lived in Brighton for 20 years. Steps have been taken towards this preservation. He has found several historic artifacts in his building.

Allison Lockwood, 569 South 14<sup>th</sup> Court, Brighton, is a former Historic Preservation Commission member and endorses the effort in preservation.

Mike Welsh, 15320 Kingston Street / 5 North Main Street, Brighton, is definitely for the project. Went to the time and expense to bring his building back at 5 North Main Street. Good to keep the history of the downtown area.

Alicia Larson, 109 & 111 East Bridge Street, Brighton, excited about the project and for the district.

Wilma Rose, 457 Poppy Street, Brighton, is glad that this is happening. We have lost buildings over the years which is part of our history. Other areas are being created but the downtown historic area can never be re-created but preserved which is a rich history of Brighton. Glad that we are moving forward.

Barb Lambert, 155 E. Bridge Street, Brighton, owns the buildings at 8 North Main and 24 North Main. The downtown historic district will contribute to the history of Brighton. Has seen other historic districts and what they have done for their communities and feels that this will really contribute to the stability of Brighton.

There were no other proponents and there were no opponents.

Mr. Wayne Scott wanted to thank staff for all of their hard work on this project along with the Downtown Partnership.

#### Commissioner Questions:

Mr. Dick Hodge asked if there were any additional taxes or costs associated with being in the district. Ms. Tibbs stated that there were not and there are no costs for the COA process either.

The Public Hearing was closed at 6:54 p.m.

#### Commissioner Discussion:

Mr. Dick Hodge stated that for prospective Jerry Sanders is a property owner and would be glad for this project. Also at one time, a façade program was done that added shake shingles. There are ways to do this wrong, but we are doing it right.

Mr. Joe Burt stated that we are looking at the adaption with a proposal on the table to designate the Downtown Historic District and approve the Design Guidelines associated with the district. For the record, in my review I have never seen design guidelines so well written. They are very thorough and applicable. Staff has done a great job in tailoring these guidelines.

Ms. Cheri Lopez stated that this has taken a while and very heartwarming how collaborative this is.

Ms. Henninger stated that we have resolution before us and what is the pleasure of the Commission?

Motion to approve the draft resolution as distributed by Cheri. Second by Joe. Roll Call Vote – Motion Carries 5 – 0 with Ken Kreutzer abstaining.

Boy Scouts from Troop #109 were present also.

#### **Reports / Presentations:**

None

#### **Committees:**

##### ***Assignment to Committees – Jolie Diepenhorst***

Wade chose the Events Committee but said he could help where needed most. Cheri is not able to make the Grants Committee and if Wade would like to be on this committee. Grants Committee – on 3<sup>rd</sup> Wednesday during the day

##### ***Events Committee – Danielle Henninger***

Danielle gave a brief on the event. Commissioners need to purchase tickets and signup to help. The ticket sales are low. Set up is at 10:00 a.m. We are changing and need everyone there at 5:30. There will be someone at door greeting and then will seating the attendees this way people can be grouped together. Help is needed for tearing down after the event. A lot of the stuff that will be on the tables is donated and will need to be returned. Emma will help Jolie with the auction and collecting the money. We have had at least 120 people in the past so we need to push the ticket sales.

#### **Staff: Jolie Diepenhorst**

##### ***GRANTS & SURVEYS:***

**CLG / SHF Grant** – Autabee’s has been doing research on the structures within the Brighton Subdivision. Staff has provided access to the Brighton Blade Collection and other resources for them to do the research. The process is moving forward.

**Brighton Grain Elevator** – Staff has been researching the elevator. The elevator qualifies for a Historic Structure Assessment Grant for the Office of Archaeology and Historic Preservation. Preliminary work has been completed and permission from the owner has been granted to perform an assessment. The Grants Committee supported the idea of applying for the grant. Staff is coordinating with Megan Eflin at the State Historic Funds Office to determine the next steps in the application process. The grant is a 50% match.

##### ***HISTORIC PROPERTIES / REFERRALS:***

**Bromley-Koizuma-Hishinuma Farm** – The staff picked up the Japanese scroll from the paper conservator and delivered it to Metropolitan Frame Company for conservation framing. The framer, Andy, is working on a proposal.

Ken and Lou Bromley let the tours at the farm every Friday, Saturday and Sunday during the six weeks of Fall Festival. Other tour guides included Kelley Corbett, Dick Hodge and Youth Core Member Garret McGannon. The number of guests each week were: September 31 & October 1 – 89 guests, 13 tours; October 7 & 8 – 99 guests, 18 tours; October 13, 14 & 15 – 110 guests, 19 tours; October 20, 21 & 22 – 95 guests, 21 tours; and October 28, 29 & 30 – 116 guests, 22 tours. This was a total of 509 guests and 93 tours. The Bromley’s will also be assisting with school tours. They have done a fantastic job.

**Southgate Property – (AKA Foley Farm)** – The Developer continues working with the staff on the relocation of the barn and silo tentatively scheduled for November. The barn is currently being braced for moving. Staff will be

informed of the final move date. The developer will present plans for the barn to the Commission. The staff is continuing to work with archaeologist Marilyn Martorano who has completed the analysis of the artifacts and is drafting a final report for the Commission.

**1180 Peoria – Farmstead** – Staff continues to research the history of the farm to uncover any significance. The Commission will be informed of the findings.

**285 CR 27** – Staff reviewed and approved the application for development of the site. No historic significance was found on the property.

**Prairie Center Site** – Staff reviewed and approved the application for development. There was no significance found on the property.

**Downtown Historic District** – The Downtown Historic District was approved earlier in the meeting and will now proceed on to City Council for approval.

#### ***HPC OFFICE:***

**Collections** – Staff continues to receive donations and temporary loans from citizens of Brighton. Ken Kreutzer has currently loaned 3 items that are on display. Staff received and transferred the permanent loan of newspapers from the Metrowest Newspaper Company. The collection has been organized and digitization of the collection will begin after the new year. Currently staff has cataloged, digitized and accessioned 27 collections and created 4,239 digital records in the Past Perfect program.

**Programs** – Staff requested and received \$175 to purchase the StePS program workbook through American Association of State and Local History group. Staff realized that an additional \$60 was needed to change the status of our membership in order to purchase the program.

Motion by Joseph Burt to approve the additional \$60 needed. Second by Cheri Lopez. Motion carries.

**Interns** – Hero Dahlman completed the Cress letters. Currently she is working on organizing the Albin Wagner collection along with Pat Reither's research files into categories to make available for researchers. Emma Lane has transferred artifacts to the collections room on the 3<sup>rd</sup> floor. She has also organized and labeled the Brighton Blade Collection. Currently she is organizing the Albin Wagner and Pat Reither files. When complete, she will update the designated properties list. Emma also did a great job getting donations for the Gala.

#### **Unfinished Business:**

##### ***2017 Finances***

The updated financial sheet was presented to the Commission. We have made a lot of progress this year. There were no other questions or comments.

#### **New Business:**

##### ***Resignation of Lynette Marrs***

A letter of resignation was received from Lynette Marrs. The resignation needs to be accepted by the Commission. Motion to accept the resignation by Ken Kreutzer. Second by Wade Smith. Motion Carries.

##### ***Video Recordings***

Dick has completed one video recording. He would like to do the sawmill next and interview Carolyn and Tony. Any other ideas are welcome otherwise Sue at EVAC has some people Dick could go talk to. Dick would like to be able to put the videos on line or at least have them documented.

#### **Additional Comments:**

None

#### **Adjournment:**

Motion to adjourn at 7:27 p.m. by Wade. Second by Joe. Motion Carries.

#### **Announcements:**

The Gala – Armory – November 11, 2017

Winter Fest – December 9, 2017

CLG Education and Training Grants – December 18, 2017

**Next Meeting:** December 14, 2017

Submitted by,

Sheryl Johnson



**500 S. 4th Avenue, Brighton CO 80601**

MINUTES of the Brighton Historic Preservation Grants Committee for the City of Brighton, Adams County, Colorado held at City Hall at 500 South 4<sup>th</sup> Avenue, Brighton, Colorado.

**Date:** 10/26/2017

**Call to Order:** 3:08 p.m.

**Roll Call/Establish Quorum:**

**Committee Members Present:** Joseph Burt

**Committee Members Absent:** Cheri Lopez

**Staff Present:** Aja Tibbs/Jolie Diepenhorst/Mark Heidt

**Other Present:** None

**Approval of Agenda:** NA

**Public Comment:** NA

**Unfinished Business:** NA

**New Business:** NA

Mark Heidt updated the committee on the Brighton Subdivision CLG/SHF grant. Additionally, he provided information regarding the trails and parking lot near the Eichleman House.

Chairman Joseph Burt mentioned a discussion he had with Nathan Mudd, the operator at the Bromley Hishinuma Farm, and LFC, regarding opportunities for the Local Food Campus. LFC lost their greenhouse in a hail storm over the summer, they intend to use the greenhouse next year for education and need to replace it. Joe suggested the committee find grants – education or otherwise- to help replace the greenhouse. The committee agreed.

Staff presented a packet to the committee regarding a Historic Structure Assessment Grant for the Brighton Grain Elevator. Included in the packet, was a completed Preliminary Property Evaluation Form, the grant application, confirmation from the owner of the property to perform an assessment. After a short discussion on the grant process Mark proposed to have Jolie move forward with the grant application and discuss with OAHP the next step in the process. Aja seconded. A vote to pursue grant was unanimous.

Meeting adjourned at 4:00.



**500 S. 4th Avenue, Brighton CO 80601**

MINUTES of the Brighton Historic Preservation Grants Committee for the City of Brighton, Adams County, Colorado held at City Hall at 500 South 4<sup>th</sup> Avenue, Brighton, Colorado.

**Date:** 11/21/2017

**Call to Order:** 3:07 p.m.

**Roll Call/Establish Quorum:**

**Committee Members Present:** Joseph Burt

**Committee Members Absent:** Cheri Lopez

**Staff Present:** Aja Tibbs/Jolie Diepenhorst/Mark Heidt

**Other Present:** None

**Approval of Agenda:** NA

**Public Comment:** NA

**Unfinished Business:** NA

The Committee continued the discussion about the Historic Structure Assessment Grant of the Brighton Grain Elevator presented at the meeting in October. The Committee agreed to read and edit the preliminary property evaluation form. A further discussion followed with regards to obtaining a cost estimate bid from architects with experience in preservation so that we can move the application along.

**New Business:** NA

Aja notified committee that she will no longer be attending Grant Committee meetings and that Jolie would be taking over.

The Committee suggested including another Historic Preservation Commissioner on the committee because Aja will no longer be present at the meetings. It will be discussed at the next HPC meeting.

Meeting adjourned at 4:00.





**500 S. Fourth Ave., Brighton CO 80601**

**MEETING NOTES of the Brighton Historic Properties / Education / Outreach Committee**  
City of Brighton, Adams County, CO,

Held in the BHPC Office, Historic City Hall, 22 S. Fourth Ave.

Date: November 30, 2017

Members Present: Dick Hodge, Jodie Petersen and Pat Reither

Members Absent: Cheri Lopez

Meeting was started at 6:35pm

**Graphic Identity:**

On November 30, 2017 – Jolie sent an email to the Commissioners about the creation of a new Historic Preservation Commission logo. She attached the file with that email that also included additional information. Dick shared the email with Pat so that she could see the designs.

**Walking Tour Brochure:**

Jodie to follow up with Jolie and Lynette regarding copy of notes that Lynette typed. The notes were Pat's hand written notes on some of the building identified for the walking tour.

Committee group would like a large size plot of the historic area targeted for the walking tour. Jodie to talk with Jolie to see if the City could provide

Adjourned: 7:05pm

Next Meeting: Due to holiday schedules, no meeting will be held for the month of December 2017. The next meeting is January 25, 2018 @ 6:30 pm at Brighton Historic Preservation Office



# HISTORIC PRESERVATION COMMISSION

## *Staff Report*

Monthly report on staff activity related to and involving Historic Preservation items.

Date Prepared: 1/4/2018

Date Presented: 1/11/2018

Prepared By: Jolie Diepenhorst,  
Historic Preservation Coordinator

*Jolie Diepenhorst, Historic Preservation Coordinator*

*1/4/2018*

# HISTORIC PRESERVATION COMMISSION

## *Staff Report*

---

### **GRANTS & SURVEYS:**

#### *CLG/SHF Grant – Brighton Subdivision*

Autobee and Autobee continues to research and write reports for the Brighton Subdivision Survey. They have completed the first 10% of both the CLG grant and the SHF grant. Staff will continue to keep the Commission informed during the survey process.

#### *Brighton Grain Elevator*

Staff sent a cost estimate proposal bid to seventeen regional architecture firms for the Historic Structure Assessment Grant and received three proposals: Bret Johnson Architecture, AH Architecture, and Form Works Design Group. Staff will bring the bids to the Grant Committee next week and establish the cost, where the cash match will come from, and then submit the application to the state. Staff projects the application will be finalized by February, but will keep the Commission apprised.

### **HISTORIC PROPERTIES/REFERRALS**

#### *Bromley-Koizuma-Hishninumma Farm*

Staff picked up the framed Japanese scroll from Metropolitan Frame Company and installed it at the farm.

#### *Southgate Property – AKA Foley Farm*

The developer and Mammoth Movers successfully moved the barn to its new placement within the development. The silo was deconstructed and palletized for use at the park. The developer will present the plans for the barn and silo to the Commission in March.

Additionally, Staff located the drone footage filmed by Joe Evanoff who shared the footage and gave permission to use in a film supporting historic preservation. Staff will interview Jim Foley, the last Foley descendent to own the farm to add to the film.

Staff received the final report from archaeologist, Marylyn Martorano, who completed the analysis of the artifacts found at the Foley Farm.

### *1180 Peoria - Farmstead*

Staff completed the survey and documentation of the Fuller/Evanoff farm and found no significant persons associated with the farm, nor any architectural significance. Staff will submit documentation to the state.

### *11970 Potomac/ Southgate II – 1901 Thout Farmstead/1908 McKinnley Farmstead*

Staff reviewed both the 2015 and 1995 Cultural Resources Evaluation of the farms. There is no significant association with either farm. Architecturally, the granary on the McKinnely Farmstead is unique and staff will request further review. (Attached photo)

### *15300 E. 144<sup>th</sup> Ave- Two Bar Dairy, Inc Farmstead*

Staff requested an intensive Cultural Resource Evaluation of the property.

### *269 E. Bridge- Brighton Train Depot*

The Depot is currently under review for a change of use. The potential new owner would like City Council to review the 1981 agreement that requires a “family patronage” use. Additionally, the agreement requires the Depot is nominated for the National Register of Historic Places. Previous survey of the property indicates the building is not eligible for the National Register, however, Staff requested a reevaluation using the criteria:

**b.** A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

**f.** A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

The Depot goes before the eligibility committee this week or next.

## ***Downtown Historic District***

Staff presented the District to City Council on December 5<sup>th</sup> with unanimous support voting 6-0. The second hearing December 19<sup>th</sup> also received unanimous support. Brighton’s Downtown Historic District is official.

Staff will create a COA form to use when applications are submitted for changes on the 42 properties. Additionally, Staff will work with permit office to make the process easy for property owners.

Plaques for the district need to be considered, additional information is included in the packet. Wayne Scott, the applicant, suggested a party is in order for our first district, perhaps in the spring when the plaques are complete.

## HPC OFFICE:

### *Gala*

The Gala was a successful event. \$2145 in auction sales, the tables were full. Staff would like to suggest event committee begin thinking about next year's event. Some suggestions we heard after the gala: Pub Crawl, Street Fair, a gala without a sit down dinner.

### *Christmas Tea*

The tea received a record number of visitors. Commissioners Danielle Henninger, Joseph Burt, Dick Hodge, Staff- Aja Tibbs and Intern- Hero Dahlman handed out cups and cocoa and invited the public to come in and see how the Museum has changed over the last year.

### *New Exhibit Room*

Staff created a new exhibit room to display the wide variety of newspaper we have in our collection. It is called "Read All About It."

### *Historic City Hall*

There will be some changes to the security at Historic City Hall over the next few months. To access the building the public will need to call the office they wish to visit in order to receive access. At this time, your badges will still provide you access, but that might change in the future. It has been suggested, the Commission needs to think about an alternate location to hold meetings both committee and Commission meetings.

### *Electronic Sign*

The sign outside Historic City Hall that is visible from Bridge Street has been updated to read Brighton's City Museum- BHPC. When the logo is complete we can add the logo.

### *BHPC LOGO*

Commissioner Jodie Peterson, and former Commissioner Allison Lockwood have worked tirelessly with Staff to present final recommendations for new BHPC logo. Once you finalize the design it will be included in the new downtown signage located downtown at Historic City Hall.

## *Collections*

Staff continues to receive donations and temporary loans from the citizens of Brighton. Recently, Robin Kring brought in more research files from Albin Wagner's collection.

Currently, Staff has cataloged, digitized, and accessioned thirty-one collections and created 5167 digital files in the Past Perfect program.

Staff received approval to go live with our Past Perfect Program and expects that it will be an ongoing process. Staff will keep the Commission informed as we move through the process.

## *Programs*

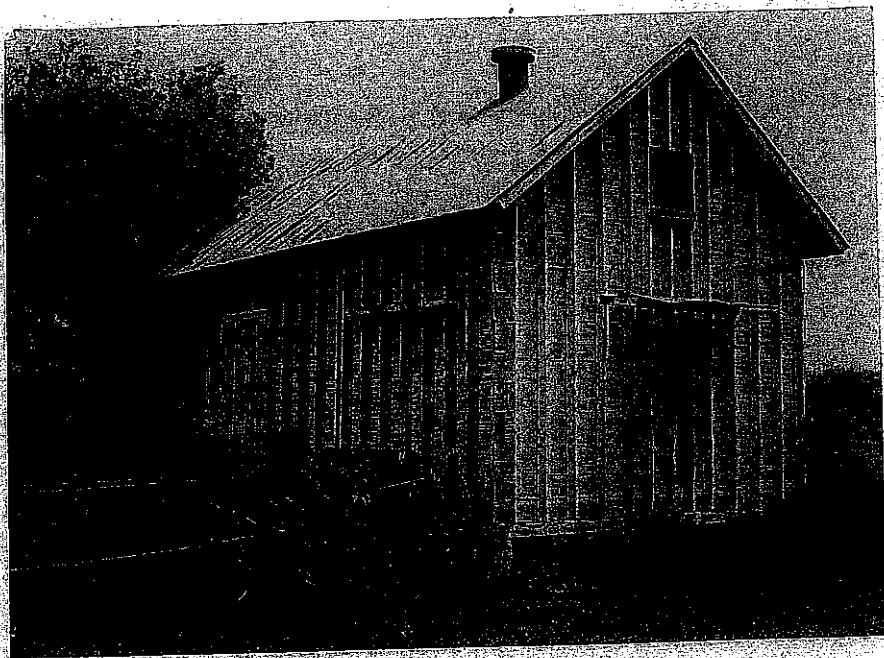
Staff purchased the StEPS program and is currently reviewing. Additionally, Staff reapplied for the Compass program offered through the state for CLGs.

## *Interns*

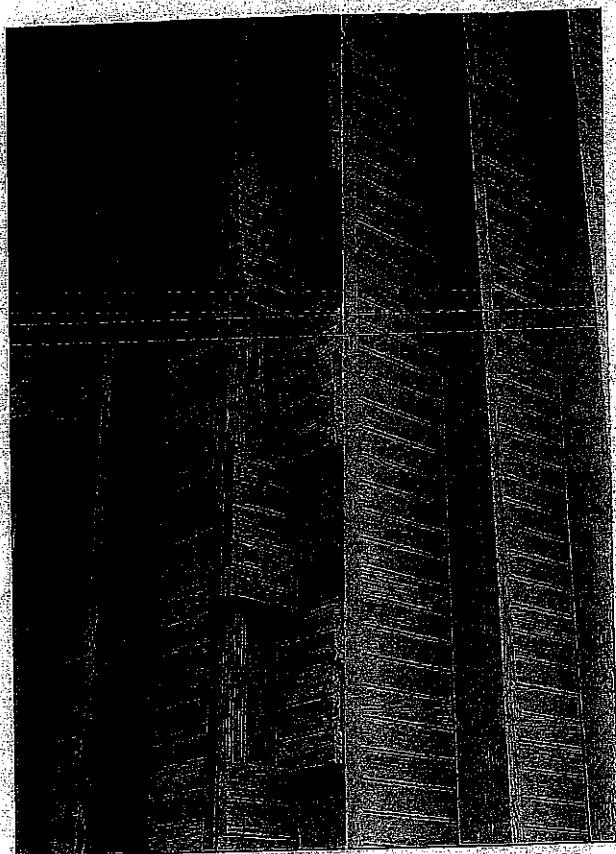
I am excited to announce our two intern positions have been funded through May of 2018

Hero Dahlman completed the organization of Albin Wagner research files, along with Pat Reither's research files into categories to make available for researchers. She is currently digitizing and accessioning the large objects of the Cress Collection. When she completes this task she will begin organizing the new Albin Wagner files.

Emma Lane is organized the Albin Wagner and Pat Reither files. She updated the designated properties list and is currently accessioning the photos and objects of the Cress Collection. When complete she will begin the process of digitizing the Brighton Blade Collection.



5AM656. Building 5 (granary), north and west sides.



5AM656. Building 5 (granary), detail of NW corner construction.

4.



1.



BRIGHTON  
**HISTORIC**  
**PRESERVATION**  
COMMISSION



# Historic Preservation Committees

## General Guidelines:

- Each committee shall conduct its business consistent with the requirements and parameters of the By-Laws of the Commission and Article 2-66 of the Brighton Municipal Code.
- Each committee shall act only in an advisory role, reporting and making recommendations to the Commission; final decisions on any recommendation are solely within the purview of the Commission.
- Each committee should meet at least once a month to work together or allocate work to each member for the month. Additional meetings may be required as activities are reviewed and assigned by the Commission.
- Each committee shall be chaired by a BHPC commissioner, along with a vice chair or co-chair BHPC commissioner. The committee may recruit additional members of the public to assist in the work of their committee as desired, but a minimum of two commissioners for each committee should be maintained. Public candidates for membership of the committee must be reviewed and appointed by a vote of the full committee. In the event of a tie, the full Commission will review and vote on the candidate's appointment to the committee.
- Significant decisions or budgetary items (which haven't been previously assigned) should be presented to the Commission for approval prior to taking action.

## Historic Properties – 4<sup>th</sup> Thursday, HPC Office, 6 pm

**Allison Lockwood, Cheri Lopez, Pat Reither**

- Research and compile information for historic properties
- Revise and update the Historic Properties Watchlist
- Prioritize Watchlist properties by preservation type and level of significance
- Review and assess demolition permits
- Review and assess development inquiries for properties on the Watchlist
- Prioritize properties for designation

## Public Education & Outreach – 3<sup>rd</sup> Thursday, HPC Office, 6 pm

**Pat Reither, Cheri Lopez**

- Develop walking tours through the use of updated brochures and smartphone apps
- Work with students to incorporate historic preservation into their projects and volunteer hours
- Market historic preservation to the general public through coordination with the public information office (PIO) and its tools such as the City of Brighton's website, online applications, (FB, twitter, etc.) press releases, etc.
- Pursue association with other related community groups and organizations
- Develop and provide marketing and educational materials for events which the Commission attends

## Events – 1<sup>st</sup> Thursday, HPC Office, 6 pm

**Danielle Henninger, & Joseph Burt**

- Organize and run public events related to the History of Brighton
  - Propose events and their associated budgetary needs to the BHPC
  - Coordinate event details such as scheduling, purchasing, décor, food/beverages, location, advertising, etc.
  - Hold events which help to fulfill the goals of the BHPC (raise awareness, raise money for preservation, educate the public, etc)
- Coordinate the BHPC's attendance for events hosted by other groups and organizations
  - Determine events that will be attended and coordinate booth coverage with the Commissioners as well as the set-up and tear down of each event
  - Coordinate events with the Public Education & Outreach Committee to obtain materials best suited for each event.

## Grants – TBD

Joseph Burt, Cheri Lopez

- Assess financial needs in order to pursue the BHPC goals
- Identify and research grant opportunities
- Assist city staff in the preparation of grant applications
- Work with consultants and/or contractors as needed throughout their work
- Review documentation or completed work during finalization of the work completed for each grant

Brighton HPC Budget - 2017																	
Line Item	Name	Approved Budget	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual July	Actual August	Actual Sept.	Actual Oct.	Actual Nov.	Actual Dec.	Total Spent	Total Remaining	NOTES
Revenue																	
	Account #10-00-0000-02121																
	Beginning Balance (as of 1/01/2017)	\$15,638.84													\$15,638.84	\$15,638.84	
	Fundraising Activities														\$0	\$0.00	
	Book Sales				\$55.00	\$65.00	\$5.00	\$140.00		\$55.00			\$10.00		\$330	\$330.00	
	Cash Donations							\$600.00							\$600	\$600.00	
	Gala Donations (Income)								\$2,000.00				\$1,175.00	\$1,390.00	\$4,565	\$4,565.00	
	Gala Expenses					-\$375.00	-\$111.97		-\$51.46			-\$1,061.62	-\$3,041.00	-\$76.92	-\$4,717.97	-\$4,717.97	
	Total (Revenue)		\$0.00	\$0.00	\$55.00	-\$310.00	-\$106.97	\$740.00	\$1,948.54	\$55.00	\$0.00	-\$1,061.62	-\$1,856.00	\$1,313.08	\$16,415.87	\$16,415.87	
Expenses																	
Office Supplies Account # 10-21-4645-20000 \$350																	
1	Office Supplies	\$350	\$6.98	\$40.00	\$86.17	\$15.10		\$79.00	\$35.91	\$64.25		\$20.79			\$348.20	\$1.80	
Operating Supplies Account # 10-21-4645-21000 \$4,728.65																	
2	New Computer														\$0.00	\$0.00	
3	Walking Tour & Neighborhood Brochures														\$0.00	\$0.00	
4	Case Study Brochures														\$0.00	\$0.00	
5	Plat Map Framing							\$1,866.00			\$2,223.09				\$4,089.09	-\$4,089.09	
6	Brighton Downtown Historic Plaques					\$187.00									\$187.00	-\$187.00	
7	Archival / Frame Supplies		\$75.40	-\$60.30		-\$15.10				\$202.58	\$250.00				\$452.58	-\$452.58	
**	Total	\$4,728.65													\$4,728.67	-\$0.02	
Professional Services Account # 10-21-4645-30005 \$12,500																	
8	CLG Grant - Residential	\$10,000											\$1,643.67	\$3,518.67	\$5,162.34	\$4,837.66	
9	SHF Grant - Com / Ind	\$2,500											\$1,643.67	\$1,643.67	\$3,287.34	-\$787.34	
	Foley Farms									\$688.00			\$1,040.00		\$1,728.00	-\$1,728.00	
	Total	\$12,500													\$10,177.68	\$2,322.32	
Filings and Recordings Account # 10-21-4645-55500 \$150																	
10	Filings and Recordings	\$150					\$8.36				\$6.16			\$60.72	\$75.24	\$74.76	
Dues & Subscriptions Account # 10-21-4645-56000 \$50																	
11	National Trust for HP Membership	\$50	\$50.00												\$50.00	\$0.00	
12	ANFRM Membership				\$25.00										\$25.00	-\$25.00	
	Misc Dues									\$70.00					\$70.00	-\$70.00	
**	Total	\$50													\$145.00	-\$95.00	
Travel, Conferences & School Account # 10-21-4645-58000 \$2,000																	
13	Saving Places conference fees	\$1,500	\$1,620.00											\$200.00	\$1,820.00	-\$320.00	
14	Commission Training	\$50								\$114.00					\$114.00	-\$64.00	
	Total	\$2,000													\$1,934.00	\$66.00	
Program Supplies Account # 10-21-4645-69000 \$3,226.52																	
15	Awards Luncheon					\$75.00	\$574.53	\$10.00							\$659.53	-\$659.53	
16	Gala					\$500.00									\$500.00	-\$500.00	
17	History Tea (Festival of Lights)												\$16.14	\$61.06	\$77.20	-\$77.20	
18	Other (Outreach)									\$194.61		\$61.68		\$408.01	\$664.30	-\$664.30	
19	Booth Supplies							\$49.87							\$49.87	-\$49.87	
**	Total	\$3,227													\$1,950.90	\$1,275.62	
Miscellaneous Account # 10-21-4645-80000 \$300																	
20	Refreshments for goal setting sessions	\$150													\$0.00	\$150.00	
21	Misc. Expenses - ie. Flowers, Recognition	\$150		\$45.00						\$15.00					\$60.00	\$90.00	
	Total	\$300													\$60.00	\$240.00	
	Total(Expenses)		\$1,752.38	\$24.70	\$111.17	\$762.00	\$582.89	\$2,004.87	\$35.91	\$1,348.44	\$2,479.25	\$82.47	\$4,343.48	\$5,892.13	\$19,419.69	\$3,885.48	
	Total Funds Available	\$23,305.17	\$21,552.79	\$21,528.09	\$21,416.92	\$20,654.92	\$20,072.03	\$18,067.16	\$18,031.25	\$16,682.81	\$14,203.56	\$14,121.09	\$9,778	\$3,885	\$3,885.48		